



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board November 15, 2016

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:03 a.m. Board Members Present: Chair Goff, Hayes, Kreisel, and Luzaich. Board Members Absent: Vice Chair Green and Donnelly. Staff Present: Brewer, Madonich, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Luzaich** to approve the agenda of the November 15, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the October 18, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – October 2016 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for October 2016.
 - c. Receive and File Minutes of Program Committee and Events Committee – Coordinator Madonich reported that the Events Committee set the date of Saturday, February 18 for the Volunteer Recognition Party. They also agreed to have a Hawaiian theme and were looking into catering.
 - d. 25th Annual Holiday Boutique Update – Coordinator Madonich told the Board that the Boutique already had over 40 vendors booked and it looked like it would be another successful year for the event. She also mentioned that the backroom would be dedicated to senior crafters.
 - e. Review of 2016-17 Budget Goal Status – Coordinator Madonich reminded the Board that some of the goals they set for the 2016-17 Budget are already underway including new menu items for the Senior Center lunch menu. Also, they are offering 6 new exercise classes and staff is also keeping up with quarterly volunteer training.

- f. Update on Senior Center Projects – Superintendent Brewer reported that she is still working with the Public Works division for the Senior Center deck project. They are currently working with an engineer for the next phase of the project which will begin in March and she will keep the Board posted. She also said that the request for proposals for the new Bocce Ball court will go out the week of November 22nd with a deadline in mid-December. She plans on taking it to City Council in February or March.
8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** None.
11. **PUBLIC COMMENT:**
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Superintendent Brewer reported that the Senior Center Project subcommittee met and were able to put together a small list of items that could be addressed. Board Member Hayes asked if they could add onto the list a project that could assist with the exit of Samtrans buses from the parking lot. Superintendent Brewer replied that she would talk to Community Development about this but believes that the only way to do so would require the complete renovation of the parking lot. Board Member Hayes also asked if rugs for the office and library could be added to the list and Board Member Carmichael added replacing the blinds in the library. Superintendent Brewer added it to the short term goals list and would be giving it to the Facilities Supervisor to start the work orders for them. **MSC Carmichael/Luzaich** to cancel the Senior Advisory Board's meeting in December. Approved unanimously.
13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Luzaich**, adjourned the meeting of the Senior Advisory Board at 9:55 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno